

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 10, 2021



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignations                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
                    This action request pertains to  Elementary (only)                       High School/District Wide

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**Date:**   August 4, 2021

**To:**   Corrina Guardipee-Hall  
            Superintendent of Schools

**From:**   John E Salois  
**Title:**   Director of Human Resources

**Subject: Hiring: Administrative Assistant/Confidential Secretary Human Resources 2021-2022**

**Description:**, John E. Salois is recommending the following for hire for 2021-2022:

🚩 Elva Dorsey, Administrative Assistant/Confidential Secretary Human Resources  
            Pending tribal background check results

**Financial Impact:** \$40,000.00 annual (prorated for late start)

**Attachment(s):** Hiring Selection Report

**Superintendent Action:**    Approved    Denied    Deferred   Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)    Approved    Denied    Tabled to: \_\_\_\_\_



## Browning Public Schools Hiring Selection Report

Position <b>Human Resources Administrative Assistant</b>		Applicant Recommended <b>Elva Dorsey</b>	
Department/Location <b>Administration</b>		Supervisor <b>John E Salois</b>	
Type of Position <b>Professional Technical</b>	Starting Date <b>TBD</b>	Term <b>260 Day</b>	

**Recruiting.** Date Posted: 6/17/2021 Re-advertised: n/a Closing Date: Until Filled

**Comments:**

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
1	Elva Dorsey	7/6/2021	Yes	7/8/2021

Interview Committee	Title	Name	Title
John Salois	Director, Human Resources		
Crystal Tailfeathers	Director, Finance		
Dixie Guardipee	Facilities Secretary		

**Recommendation:**

Elva meets all requirements. She has relevant experience for the position and good references. She currently holds a BS in Entrepreneurship and Small Business

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	7/21/21	Yes	Negative
State & Federal Criminal background check	7/21/21	Yes	Negative
Tribal Background check	7/21/21	Yes	Pending

Salary: \$40,000.00 Annual prorated Placement: Prof. Technical Contract Days: 260 days prorated

Prepared by: John E. Salois Date 8/10/21 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_